

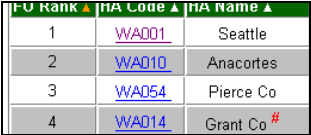





Appendix B

Quick Reference Guide For the Risk Assessment Submodule (Field Office version)

1. Log on to PIC with your user ID and password.	
2. Click Risk Assessment on the PIC main page.	
3. Select the PHA from the assessment list.	
4. View the Quantitative Factors through trending comparisons and source data.	
5. Assign, update, and document Qualitative Factors.	
6. Designate and justify office strategies.	

Quick Reference Guide For the Risk Assessment Submodule (HUD HQ version)

1. Log on to PIC with your user ID and password.	<div>Logon to PIC</div>															
2. Click Risk Assessment on the PIC main page.	<div><div>PIC Maintenance</div><div>PIH Information</div><div>Housing Inventory</div><div>Executive Summary</div><div>Form - 50058</div><div>Risk Assessment</div></div>															
3. Select the hub and field office to view.	<div><div>Hub:10HSEA Seattle Hub</div><div>Field Office:0APH SEATTLE HUB OFFICE</div><div>Retrieve Assessment List0APH SEATTLE HUB OFFICE</div><div>Federal Fiscal Year:0CPH ALASKA COMMUNITY SERVICE CENTER</div><div>0EPH PORTLAND PROGRAM CENTER</div></div>															
4. Select the PHA from the assessment list.	<table><thead><tr><th>PHU Rank</th><th>PHA Code</th><th>PHA Name</th></tr></thead><tbody><tr><td>1</td><td>WA001</td><td>Seattle</td></tr><tr><td>2</td><td>WA010</td><td>Anacortes</td></tr><tr><td>3</td><td>WA054</td><td>Pierce Co</td></tr><tr><td>4</td><td>WA014</td><td>Grant Co</td></tr></tbody></table>	PHU Rank	PHA Code	PHA Name	1	WA001	Seattle	2	WA010	Anacortes	3	WA054	Pierce Co	4	WA014	Grant Co
PHU Rank	PHA Code	PHA Name														
1	WA001	Seattle														
2	WA010	Anacortes														
3	WA054	Pierce Co														
4	WA014	Grant Co														
5. View the Quantitative Factors through trending comparisons and source data.	<div><div>National Rank: 3 of 4192</div><div>Field Office Rank: 1 of 133</div><div>Risk Score: 86.00</div><table><thead><tr><th>Category</th></tr></thead><tbody><tr><td>Performance</td></tr><tr><td>Funding</td></tr><tr><td>Compliance</td></tr><tr><td>Total</td></tr></tbody></table></div>	Category	Performance	Funding	Compliance	Total										
Category																
Performance																
Funding																
Compliance																
Total																
6. Review and analyze Qualitative Factors.	<div>Available Qualitative Factors:</div> <table><thead><tr><th>Factor</th><th>Include</th></tr></thead><tbody><tr><td>OIG or IPA Audits</td><td><input type="checkbox"/></td></tr><tr><td>Board/Management</td><td><input type="checkbox"/></td></tr><tr><td>Local Crime Rate</td><td><input type="checkbox"/></td></tr></tbody></table>	Factor	Include	OIG or IPA Audits	<input type="checkbox"/>	Board/Management	<input type="checkbox"/>	Local Crime Rate	<input type="checkbox"/>							
Factor	Include															
OIG or IPA Audits	<input type="checkbox"/>															
Board/Management	<input type="checkbox"/>															
Local Crime Rate	<input type="checkbox"/>															
7. Review and analyze office strategies.	<div>Office Strategy Type:Routine Assistance</div>															